



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

BOARD OF FUNERAL SERVICES

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	March 27, 2018 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	May 22, 2018

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Chad Chandler, Professional Member
Ann Happoldt, Public Member
Jane Hovington, Public Member (arrived 10:04 a.m.)
Bill Torbert, Professional Member

MEMBERS ABSENT

Danna Levy, Public Member
Harvey Smith, Jr., Professional Member

DIVISION STAFF

Kurt Dibble, STEMS
Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

PUBLIC PRESENT

R. Williams, Sr.

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:01 a.m.

CONDUCT DELIBERATIONS FROM PUBLIC HEARING REGARDING PROPOSED AMENDMENTS TO BOARD'S RULES AND REGULATIONS

The Board held their deliberations from the January 23, 2018 public hearing regarding the proposed amendments to the Board's rules and regulations. There were no additional comments received. Mr. Chandler moved, seconded by Mr. Torbert, to accept the proposed amendments as previously published. By unanimous vote, the motion carried. Mr. Maloney presented the Order for Board member signatures.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – January 23, 2018

Mr. Chandler moved, seconded by Ms. Hovington, to approve the January 23, 2018 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Review of Applications by Reciprocity

Mr. Chandler moved, seconded by Ms. Hovington, to approve Chad House for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Review of Applications by Internship

Mr. Chandler moved, seconded by Mr. Torbert, to approve Michael Denhart for Funeral Resident Intern. By unanimous vote, the motion carried.

Ratification of Licensure

Mr. Chandler moved, seconded by Ms. Hovington, to ratify the Funeral Resident Intern licenses for Maureen Barima and Karen Feeley. By unanimous vote, the motion carried.

The Conference Annual Meeting Report

Mr. Parsell attended the annual meeting and reported to the Board some of the topics discussed. One area of concern was an internet based funeral company that offers funeral arranging services but has no physical location or funeral director license.

Review of Title 16 Chapter 4204 – Care and Transportation of the Dead

Mr. Maloney asked the Board to review and make notes on items that should be updated so that he can introduce the possible changes to the agency that it falls under.

CORRESPONDENCE

Mr. Parsell acknowledged the correspondence from CANA. There was no discussion.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

The Board discussed the items that would need to be placed on the application for crematories. Clarification was requested on the section for certified operators and employees with GED requirements. It was suggested that a listing of employees and their start date be added to this section of the application along with a listing of all the certified operators at that facility.

Adding a news bulletin to the website was also suggested to alert the public to the changes in the regulations regarding crematory facilities.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, May 22, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler moved, seconded by Mr. Torbert, to adjourn the meeting at 11:05 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II